



**SUNNY DAYZ CAMPS**



# **Counselor in Training Handbook**



## SUMMER CAMP HANDBOOK

### COUNSELOR IN TRAINING HOURS

### BENEFITS OF THE PROGRAM

### COUNSELOR IN TRAINING REQUIREMENTS

### WHAT DOES A COUSELOR IN TRAINING DO

### WHAT SHOULD THEY BRING EACH DAY

### COUNSELOR IN TRAINING PROGRAM RULES

### DICIPLINARY ACTIONS

### GROUNDNS FOR IMMEDIATE DISMISSAL

### DRESS CODE

### FRIDAY ACTIVITIES

## COUNSELOR IN TRAINING PROGRAM

Ages: 13-15

Camp Hours: 7:30 a.m. – 6 p.m.

Fee: \$100/week includes **5 Counselor in Training Camp Shirts, CPR/First Aid Training, Field Trips, Special Activities and CIT Leadership Development Program**

### Benefits of the Counselor in Training Program:

- Gain valuable work experience
- Develop new skills
- Participants will be awarded a CIT completion certificate for their time spent in the program to be applied towards volunteer and resume requirements
- Foster and develop leadership practices
- Learn how to function as a team and the benefits of teamwork
- Build self esteem
- Be a positive role model who plays an important role in the camp community
- Make a difference in the life of a child
- Gain hands on experience working with children
- Have fun!

### Counselor in Training Program Requirements

- CIT must submit program application, letter of recommendation and meet with Camp Directors prior to the start of their camp week.
- CIT must abide by all Camp and CIT Program rules.

### What does a Counselor in Training do?

- Actively participate in games and crafts.
- Work with counselors to make sure that camp stays on schedule.
- Help with set up and cleanup of activities.

### What should a Counselor in Training bring each day to camp?

- Bathing suit (One Piece suit required for girls)
- Towel
- Flip Flops/Sandals
- 2 Snacks
- Lunch
- Refillable Water Bottle
- Sunscreen
- Camp Uniform





## SUMMER CAMP HANDBOOK

COUNSELOR IN TRAINING HOURS

BENEFITS OF THE PROGRAM

COUNSELOR IN TRAINING REQUIREMENTS

WHAT DOES A COUSELOR IN TRAINING DO

WHAT SHOULD THEY BRING EACH DAY

COUNSELOR IN TRAINING PROGRAM RULES

DICIPLINARY ACTIONS

GROUNDNS FOR IMMEDIATE DISMISSAL

DRESS CODE

FRIDAY ACTIVITIES

## COUNSELOR IN TRAINING PROGRAM

### Counselor in Training Program Rules:

- Stay with their assigned group at all times unless otherwise stated by the Camp Director or Head Camp Counselor
- Respect others in what they say and do
- Never say or do anything that campers might perceive as teasing and/or bullying; this behavior will not be tolerated and are grounds for enrollment termination. Observing bullying and not communicating it to a counselor is just as bad as doing the bullying yourself!
- Use equipment and supplies in a safe and appropriate manner
- At NO time should a CIT take a camper out of their assigned location.
- Sign in and sign out with the camp staff each day.
- Must abide by all Camp Rules to serve as a positive role model
- Create a safe and fun environment
- Never be alone with a camper
- Listen to program leaders and follow directions
- Maintain personal care and wear appropriate camper attire
- Never use inappropriate language
- Be involved and engaged with campers throughout the day
- Never use physical punishment, restrain or force with a child
- Greet parents and campers at the beginning of the day and acknowledge them at departure
- Cell phone use will not be allowed
- Remember that information concerning campers is confidential
- Complete all assignments

### Disciplinary Action:

Disciplinary Action will be taken by the Camp Director and Camp Leadership staff if deemed necessary for the safety and well being of the campers and camp staff; or for the success of the camp program.

- A verbal warning will be given
- If the action(s) are not ceased, the CIT will have a meeting with the Camp Director and receive a phone call home.
- If the problem persists after meeting/phone call home, then the CIT will be asked to leave the program.





## SUMMER CAMP HANDBOOK

### COUNSELOR IN TRAINING HOURS

### BENEFITS OF THE PROGRAM

### COUNSELOR IN TRAINING REQUIREMENTS

### WHAT DOES A COUSELOR IN TRAINING DO

### WHAT SHOULD THEY BRING EACH DAY

### COUNSELOR IN TRAINING PROGRAM RULES

### DICIPLINARY ACTIONS

### GROUPS FOR IMMEDIATE DISMISSAL

### DRESS CODE

### FRIDAY ACTIVITIES

## COUNSELOR IN TRAINING PROGRAM

### Grounds for Immediate Dismissal from the CIT Program:

- A CIT who brings a weapon to camp
- A CIT who intentionally harms himself or causes injury to another child or staff member
- A CIT who vandalizes the property of the camp facility, staff or other children
- A CIT who steals items from the camp facility, staff or other children
- A CIT who displays inappropriate behaviors repeatedly
- A CIT who fails to comply with the CIT and Camp Rules
- A CIT who fails to display appropriate respect to authority figures on site

### Dress Code:

The following dress code is enforced to ensure CIT consistently present themselves as professionals and proper role models while fostering a positive self image.

- You must come to camp clean and neatly groomed
- Camp issued CIT shirt must be worn each day
- You may not alter the CIT shirt in any way
- You must wear closed-toed shoes; no sandals unless at the pool
- You may wear shorts \*Girls – shorts must be at least 5 inches long
- Earrings may be worn in the ears only.
- No jeans may be worn
- Only Township issued hats may be worn \*unless for a special activity!
- Swimwear must be worn in the pool, girls must wear a one piece or sport style two piece
- Shorts, hats, etc. . . . shall not have pictures or words implying or relating to profanity, vulgarity or sexual connotation

### Friday Activities:

CIT group will plan the energizer/name game for each Friday morning, plan and prepare for the Friday party and manage the camp store.

### Explorers:

CIT will be working with the Explorers Group (Ages: 5 to 8) throughout the day.

### Adventurers:

CIT will be allowed to join the Adventurers Group (Ages: 9 to 12) only when directed by Head Camp Counselors or Camp Leadership.

